

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK

POSITION VACANCY

POSITION: **Information Technology Specialist**
Full-time, permanent position

LOCATION: Rochester, NY

OPENING DATE: IMMEDIATELY

CLOSING DATE: August 1, 2008 (or until filled)

SALARY: CL 27 [\$43,574 to \$70,873 per annum]
Starting salary commensurate with experience and education.

Position Overview

The U.S. Bankruptcy Court for the Western District of New York is accepting applications for the position of Information Technology Specialist. The ideal candidate must possess a variety of technical skills to perform in a multi-tasking environment and be a proven specialist in the Windows Server 2003/Active Directory. This position serves on an information technology team and provides technical assistance, investigation and resolution of software and hardware problems in the user community. The ability to interact with technical and non-technical system users in a professional and supportive manner is essential. This district consists of staffed offices in Buffalo and Rochester, NY. District wide coverage and travel between these offices is required.

Duties

Responds daily to a wide variety of desktop hardware and software issues and problems. Serves as principal help desk contact for Rochester office. Provides specialized expertise in desktop, server and network security. Adheres to and ensures adequate and consistent security protocols are followed. Provides information and assistance to users. Trains users on equipment and software. Plans for disaster recovery. Performs information security risk assessments and serves as an internal auditor for security issues. Documents and updates locally developed policies and procedures, maintains and updates desk manuals. Reviews violation of computer security procedures. Installs upgrades of new or revised off-the-shelf desktop releases. See full position description posted to www.nywb.uscourts.gov.

Qualifications

At a minimum, candidate must be a High School graduate and possess three years of general experience (Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems) and one or more years of specialist experience (progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.) A Bachelor's degree in computer science or a related field is preferred. The ideal candidate must be self-motivated and be able to work on a team as well as on individual projects independently. Experience with disaster recovery, security, anti-virus and intrusion protocols is desired. Experience in technical writing, security and disaster testing is also a plus.

Benefits

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which includes:

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| * 10 Paid Federal Holidays | * Paid Sick Leave |
| * 13 Days Paid Vacation (for the first three years) | * Thrift Savings Plan [401K] |
| * 20 Days Paid Vacation (after three years) | * Life Insurance [optional] |
| * 26 Days Paid Vacation (after fifteen years) | * Medical Coverage [optional] |
| * Participation in Federal Employees Retirement System | * Long-Term Care Insurance [optional] |
| * Flexible Benefits Program [optional] | * Credit Union Participation |
| | * Long-Term Disability Plan [optional] |
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Information for applicants

Applicants should submit a Form AO 78 Application for Judicial Branch Federal Employment and cover letter to:

Michelle A. Pierce, Chief Deputy
U.S. Bankruptcy Court, WDNY
300 Pearl Street, Suite 250
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at www.nywb.uscourts.gov. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

☒ This position is classified as a "Sensitive" position. The selected candidate for this position is subject to a background check and a credit check as a condition of employment.

☐ This position is classified as a "High-sensitive" position. The selected candidate for this position, as a condition of employment, must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial background investigation.

All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing, any of which actions may occur without any prior written notice.

The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.